

HHS Chapter 1-05
General- Administration Manual
HHS Transmittal 80.8 (11/26/80)

Subject: Secretarial Directives

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1-05-00 PURPOSE

Secretarial Directives define current administrative policies of the Secretary and the Under Secretary. This chapter ~~describes the~~ scope of the directives, illustrates their format, explains how they originate, and prescribes their distribution and their inclusion into the HHS Staff Manual System. (See Chapter 1-00, General Administration Manual, for information on the system.)

1-05-10 SCOPE

The Secretary and the Under Secretary use Secretarial Directives to issue policies and instructions on administrative matters that are Departmentwide in scope and permanent *in* nature (e.g., they are likely to remain in effect for six months or more).

1-05-20 REQUIREMENT TO RECEIVE

The head of each HHS organization through division level (e.g., component, office, bureau, institute, division) is required to receive and maintain Secretarial Directives.

1-05-30 FORMAT

Exhibit 1-05-A illustrates the format of Secretarial Directives.

1-05-40 NUMBERING

Secretarial Directives are serially numbered by calendar year, such as 80-01, 80-02, 80-03, etc. The OS Executive Secretariat numbers the directives.

1-05-50 INITIATION

Whenever an HHS component or office prepares a decision package for the Secretary which is likely to result in a Secretarial Directive, it should prepare the directive in the prescribed format and include it in the decision package. If the component or office questions whether or not it should include such a directive, it should consult with the OS Executive Secretariat.

1-05-60 EXECUTIVE REVIEW

The OS Executive Secretariat coordinates the review of each directive with concerned officials, and recommends a **course** of action on the directive to the Secretary or the Under Secretary.

1-05-70 DISTRIBUTION

- A. After the Secretary or the Under Secretary approves the directive, the OS Executive Secretariat makes the initial distribution to the addressees listed on the directive and delivers a copy to the Office of Management Analysis and Systems, ASMB.
- B. The Office of Management Analysis and Systems, **ASMB**, **coordinates** the distribution of each directive to the heads of **all HHS** organizations through division level.
- C. Each POC and OS office may make any further distribution (e.g., deputy heads of organization through division level, branch chiefs, **section chiefs**, etc.) that it deems essential.

1-05-80 INCLUSION INTO HHS **STAFF MANUAL** SYSTEM

The substance of each Secretarial Directive is to be included into HHS Staff Manual System not later than three months after its approval. The Assistant Secretary for Management and Budget determines the appropriate staff manual in which to issue the directive and monitors the inclusion of the directive into the appropriate **manual**.

1-05-90 REFERENCES'

The Office of Management Analysis and Systems, ASMB, prepares and distributes to each HHS manager who is required to **receive** and maintain Secretarial Directives the following references each January and July:

- o Subject Index
- o Listing of Active Directives--which identifies each active directive and the staff manual into which it has been or will be incorporated

1-05-100 MAINTENANCE

Each HHS manager who is required to receive and maintain Secretarial Directives should maintain them and the references in a binder as follows:

- o Listing of Active Directives
- o Subject Index
- o Active Directives (in sequential order)

1-05-110 MAILING LIST CHANGES

Each HHS manager through division level is responsible for reporting to **his/her** Directives Distribution Coordinator any change to his/her mailing address so **that he/she can** continue to receive Secretarial Directives. (See Exhibit **1-00-G, General Administration Manual**, for listing of coordinators.)

1-05-120 COPIES OF ACTIVE DIRECTIVES

HHS managers may obtain copies of active directives from the Printed Media Unit, OS Office of Management Services, Room G-322, Switzer Building, 3rd and C Streets, S.W., Washington, D. C. 20201.

HHS Exhibit **1-05-A, Format** of Secretarial Directives
General Administration Manual
HHS Transmittal 80.8 (**11/26/80**)

THE SECRETARY OF HEALTH AND HUMAN SERVICES

SECRETARIAL DIRECTIVE 80-01

DATE :

FOR: _____

SUBJECT:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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(Name of Secretary)